



PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033
425.587.3235 ~ www.kirklandwa.gov

PLANNING DEPARTMENT PRE-SUBMITTAL MEETING INFORMATION

PLANNING DEPARTMENT STAFF CONTACT

PLANNER: Christian Geitz

PHONE: (425) 587-3246

EMAIL: cgeitz@kirklandwa.gov

Note: Pre-submittal meetings do not vest a project. In addition, the information related by the City staff is a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements. Furthermore, in the case of a discretionary development permit, the role and authority of the City staff is advisory only. Final recommendation and decision on such permits can only be made, after public comment and/or public hearing, by the Planning Director (as to Short Plats and Zoning Code Process I Permits), the Hearing Examiner, or the City Council, depending upon the type of permit.

DATE: 2/5/15

FILE NO.: PRE15-00066

PROJECT ADDRESS: 2000 Carillon Point

PROJECT NAME: Carillon Point AT&T Replacement

PROJECT DESCRIPTION: PWSF removal and replacement of four antennas from one end of mechanical penthouse to the other, and the addition of associated equipment.

PARCEL NO.: 1725059058

ZONE: Commercial (PLA 15A)

HANDOUTS GIVEN AT MEETING

- A. [Wireless Application](#)
- B. [Fee Schedule](#)

RESPONSE TO PROPOSAL

- A. Proposal meets criteria to be considered for a Minor Modification Wireless permit under KZC 117.40.
- B. Proposal shall comply with PWSF development standards found in KZC 117.65, 117.70 and 117.75.

PROCESS

- A. SEPA: exempt
- B. Zoning Permit: Wireless Minor Modification

- C. Building Permit required for the removal and relocation of antenna positions on the building. Application must reflect Minor Modification permit approval and may not be issued until the decision appeal period has completed.

FEES – All permits will be assessed a 3.5% Mybuildingpermit.com surcharge

- A. Process I PWSF: \$850.00

MBP APPLICATION PATH: We encourage all applications to be made electronically through mybuildingpermit.com. For land use applications, the following chart indicates which options you would select in MBP for the proposed application type(s).

Jurisdiction	Application Type	Project Type	Activity Type	Scope of Work
<i>Kirkland</i>	<i>Land Use</i>	<i>Any Project Type</i>	<i>Use Approval</i>	<i>Wireless Facility – Planning Official</i>

Zoning Code Standards

117.65 PWSF Standards 

1. Context – The location and design of a cell site shall consider its visual and physical impact on the surrounding neighborhood and shall, to the extent feasible, reflect the context within which it is located.
2. Design Compatibility – PWSF shall be architecturally compatible with the surrounding buildings and land uses or otherwise integrated, through location, design, and/or concealment technology, to blend in with the existing characteristics of the site and streetscape to the maximum extent practical.
3. Concealment Technology – One (1) or more of the following concealment measures must be employed unless the City determines through the applicable review process that alternative measures would be more appropriate given the contextual setting of the PWSF:

- a. For personal wireless service towers:

If within an existing stand of trees, the tower shall be painted a dark color, and be made of wood or metal. A greenbelt easement is required to ensure permanent retention of the surrounding trees.

Towers in a more open setting shall have a backdrop (for example, but not limited to, trees, a hillside, or a structure) on at least two (2) sides, be a color compatible with the backdrop, be made of materials compatible with the backdrop, and provide architectural or landscape screening for the remaining sides. If existing trees are the backdrop, then a greenbelt easement is required to ensure permanent retention of the surrounding trees. The greenbelt easement

shall be the minimum necessary to provide screening and may be removed at the landowner's request in the event the facility is removed.

Antennas shall be integrated into the design of any tower to which they are attached. External projections from the tower shall be limited to the greatest extent technically feasible. Where antennas are completely enclosed within the tower, the need for the backdrop described in the preceding paragraph may be reduced or eliminated, depending on the tower design and context.

b. For rooftop antennas or antennas mounted on other structures:

Omni-directional antennas mounted on the roof shall be of a color compatible with the roof, structure or background.

Other antennas shall use compatible colors and architectural screening or other techniques approved by the City.

Antennas shall be integrated into the design of the structure to which they are attached. External projections from the structure shall be limited to the greatest extent technically feasible.

c. Antennas mounted on one (1) or more building facades shall:

- (1) Use color and materials to provide architectural compatibility with the building;
- (2) Be mounted on a wall of an existing building in a configuration as flush to the wall as technically possible; and
- (3) Not project above the wall on which it is mounted.

d. Where feasible, cable and/or conduit shall be routed through the inside of any new tower, utility pole, or other support structure. Where this is not feasible, or where such routing would result in a structure of a substantially different design or substantially greater diameter than that of other similar structures in the vicinity or would otherwise appear out of context with its surroundings, the City may allow or require that the cable or conduit be placed on the outside of the structure. The outside cable or conduit shall be the color of the tower, utility pole, or other support structure, and the City may require that the cable be placed in conduit.

e. Alternative measures for concealment may be proposed by the applicant and approved by the City, if the City determines through the applicable review process that the optional measures will be at least as effective in concealing the PWSF as the measures required above.

f. Notwithstanding the above, the manner of concealment for any PWSF that requires approval through Process IIA or Process IIB shall be reviewed and determined as part of that process.

4. Setbacks – The following regulations apply, except for structures located in public right-of-way:

a. New towers in any zone shall be set back a minimum of 20 feet from any property line, plus an additional one-half (1/2) foot for each foot of tower height above 40 feet (e.g., if the tower is

40 feet in height, the setback will be 20 feet from any property line; if the tower is 50 feet in height, the setback shall be 25 feet from any property line).

b. Replacement structures intended to accommodate a PWSF shall be set back a distance equal to or greater than the setback of the original structure from any property line adjacent to or across the street from a residential use or residential zone; and the lesser of 10 feet or the distance of the original structure from any property line adjacent to or across the street from all other uses or zones.

5. Tower and Antenna Height – The applicant shall demonstrate, to the satisfaction of the City, that the tower and antenna are the minimum height required to function satisfactorily. Personal wireless service towers shall not exceed 40 feet in residential zones, as measured from the average building elevation at the tower base to the highest point of the tower, antenna, or other physical feature attached to or supported by the tower. Examples of information that can be used to demonstrate that the tower and antennas are the minimum height necessary include, but are not limited to, propagation maps showing the necessity of the height to provide the required coverage, and a letter from a radio frequency engineer stating and explaining the necessity of the proposed height.

6. Antennas on a Utility Pole – Antennas mounted to an existing or replacement utility pole shall be subject to the following height limits:

- a. In any zone, 15 feet above the top of a pole not used to convey electrical service;
- b. In a residential zone, 15 feet above the electrical distribution or transmission conductor (as opposed to top of pole) if the pole is used to convey electrical service; and
- c. In a nonresidential zone, 15 feet above an electrical distribution conductor or 21 feet above an electrical transmission conductor (as opposed to top of pole) if the pole is used to convey electrical service.
- d. On Seattle City Light transmission towers, regardless of zone, 15 feet above the top of the tower, before any tower extensions, subject to the concealment measures identified in subsection (3) of this section.

7. Antennas on a Building, Mechanical Equipment Enclosure, or Water Reservoir

- a. Antennas, including panel or directional antennas, may be attached to the sides, parapets, mechanical penthouses, or similar elements, of buildings, subject to the limitations of this chapter.
- b. Antenna height is measured above the top of the roof, not from the parapet or from the average building elevation of the building, mechanical equipment enclosure, or water reservoir.
- c. Omni-directional antennas may be roof-mounted, but may not be mounted on top of rooftop appurtenances. No panel or directional antennas may be mounted on roofs or project above the roofline, except as provided in subsection (7)(g) of this section. The “roofline” of a water reservoir that incorporates a curved roof shall be the point at which the vertical wall of the water reservoir ends and the curvature of the roof begins.
- d. Whip antennas may exceed the structure height by 15 feet, and other omni-directional antennas may exceed the structure height by 10 feet.
- e. Roof-mounted antennas must be set back from the edge of the roof a distance equal to 100 percent of antenna height.
- f. Roof-mounted antennas shall be consolidated and centered in the roof to the maximum extent feasible rather than scattered.
- g. Antennas, including flush-mounted panel or directional antennas, may be attached to an existing conforming mechanical equipment enclosure or stair or elevator penthouse or similar rooftop appurtenance which projects above the roof of the building, but may not project any higher than the enclosure. Antennas may also be allowed on safety railings located at the roofline of a water reservoir; provided, that the antennas do not extend above the safety railing.

h. Except for PWSF installed in an existing rooftop penthouse, PWSF shall occupy no more than 10 percent of the total roof area of a building. Rooftop conduit shall be excluded from this calculation.

i. Building parapets or other architectural features, including rooftop mechanical equipment enclosures, stair or elevator penthouses, or similar rooftop appurtenances, shall not be increased in size or height solely for the purpose of facilitating the attachment of PWSF components.

8. Designated Historic Community Landmarks –

a. Applications for PWSF on buildings, structures, or objects designated in Table CC-1 List A and B located in the Historic Resources section of the Community Character Element in the Comprehensive Plan shall be subject to the provisions of this chapter. The City shall notify the King County Historic Preservation Office in order to provide an opportunity for comments and recommendation on the application. The recommendation will be considered when making a decision on the application.

Applications for PWSF towers on properties designated in Table CC-1 only as historic sites shall be reviewed subject to the provisions of this chapter and pursuant to the notification and consideration requirements in subsection (8)(a) of this section. Other PWSF applications on designated site-only properties are subject to the provisions of this chapter but do not require the notification and consideration requirements in subsection (8)(a) of this section.

9. Signal Interference – No antennas shall cause localized interference with the transmission or reception of any other communications signals including, but not limited to, public safety signals, and television and radio broadcast signals.
10. Support Wires – No guy or other support wires shall be used in connection with antennas, antenna arrays or support structures except when required by construction codes adopted by the City.
11. Views – PWSF, including towers, must be located and oriented in such a way as to minimize view blockage.
12. Lights, Signals and Signs – No signals, lights or signs shall be permitted on towers unless required by the FCC or the FAA.
13. Noise – The installation and operation of PWSF shall comply with the noise standards set forth in KZC [115.95](#).
14. Federal Requirements – All PWSF must meet current standards and regulations of the FAA, the FCC and any other agency of the federal government with the authority to regulate towers and antennas. If such standards and regulations are changed, the owners of the PWSF shall bring such PWSF into compliance with such changes in accordance with the compliance deadlines and requirements of such changes. Failure to bring towers and antennas into compliance shall constitute grounds for the removal of the tower or antenna at the owner's expense. If, upon inspection, the City concludes that a PWSF fails to comply with such regulations and standards and constitutes a danger to persons or property, then, upon notice being provided to the owner of the PWSF, the owner shall have 30 days to bring such PWSF into compliance with such standards and regulations. If the owner fails to bring such PWSF into compliance within said 30 days, the City may remove such PWSF at the owner's expense.

117.70 Equipment and Equipment Structure Standards 

1. Maximum Size in Residential Zones – Equipment structures shall not exceed five (5) feet in height. Equipment structure enclosures shall not exceed 125 square feet each. These limitations shall apply to each individual equipment structure and enclosure; provided, that equipment structures that

are fully contained within a legally established building that houses or is accessory to a principal permitted use shall not be subject to these limitations.

2. Maximum Size in Nonresidential Zones – Gross floor area of equipment structures shall be the minimum necessary but not greater than 240 square feet per provider. Maximum height is 10 feet above average building elevation. These limitations shall not apply to equipment structures that are fully contained within a building that houses or is accessory to a principal permitted use and that satisfies the dimensional regulations of the underlying zone.

3. Equipment Structures Located in Right-of-Way

a. If ground-mounted, equipment structures shall not exceed a height of 30 inches. If mounted on poles, said structures shall comply with subsection (6) of this section. Setback requirements do not apply to equipment structures located in the right-of-way.

b. Exception – The Planning Official may increase the 30-inch height limitation for ground-mounted equipment structures to a maximum of 66 inches, if:

- 1) The height increase is required by the serving electrical utility; and
- 2) No feasible alternative exists for reducing the height of the structure; and
- 3) Concealment measures are employed; and
- 4) The height increase will not adversely impact the neighborhood or the City.

4. Setbacks When Located on Private Property – Ground-mounted equipment structures over 30 inches in height shall be set back at least 10 feet from all property lines; provided, that equipment structures that are fully contained within a legally established building that houses or is accessory to a principal permitted use shall not be subject to this requirement.

5. Equipment Structures on or Above a Structure – Equipment structures on or above a structure shall be subject to the following criteria:

a. Equipment structure height is measured above the top of the roof, not the parapet.

b. When mounted to the roof of a building with a pitched or stepped roof form, roof-mounted equipment structures shall be incorporated into the stepped roof form, and not appear as a separate penthouse or box.

6. Equipment Mounted on Poles or Towers

a. Electronic and other associated equipment may be mounted on utility poles or towers. The location and vertical clearance of such structures shall be reviewed by the Public Works Department and verified by the underlying utility owner to ensure that the structures will not pose a hazard to other users of the right-of-way.

b. Electronic and other associated equipment mounted on utility poles or towers shall be located in a manner that minimizes clutter and visual impact.

c. Electronic and other associated equipment mounted on utility poles or towers shall be of a similar color to that of the pole or tower to which it is attached, unless alternative measures are approved by the City as part of the applicable review process.

7. Compatibility – Equipment structures shall be designed to be compatible with the surrounding area in which they are located. For example, in a residential area, a sloped roof or wood siding may be required.

8. Concealment – One (1) or more of the following concealment measures must be employed unless the City determines through the applicable review process that alternative measures would be more appropriate given the contextual setting of the equipment or equipment structure:
 - a. Locating within a building or building appendage constructed in accordance with all applicable City codes;
 - b. Locating on top of a building, with architecturally compatible screening;
 - c. Locating underground; or
 - d. Locating above ground with a solid fence and landscaping subject to the limitations of KZC [117.75\(3\)](#).

9. Noise Standards – Equipment structures shall be oriented so that exhaust ports or outlets are pointed away from properties that may be impacted by noise. The installation and operation of equipment structures shall comply with noise regulations in KZC [115.95](#). The City may require an assessment of noise after operation begins and remediation if the noise levels created are not within the prescribed limits. Cumulative noise impacts will be measured in cases where there is more than one (1) equipment structure.

117.75 Screening

1. General – Landscaping shall be required to screen as much of the PWSF and any ground-mounted features, including fencing, as possible, and in general soften the appearance of the site. The City may allow or require the use of concealment technology, as described in KZC [117.65\(3\)](#), either instead of or in addition to required landscaping, to achieve effective screening. The effectiveness of visual mitigation techniques will be evaluated by the City, taking into consideration the site as built. If the antenna is mounted on a building, and the equipment structure is housed inside the building, landscaping shall not be required.
2. Existing Vegetation – Existing vegetation shall be preserved or improved, and disturbance of the existing topography of the site shall be minimized, unless such disturbance will result in less visual impact of the site on the surrounding area.
3. Buffering
 - a. Except for PWSF located in a public right-of-way and subject to review as a Planning Official decision, buffering of ground-mounted PWSF shall be required around the perimeter of the facility as follows:
 - 1) Provide a 5-foot-wide landscaped strip with one (1) row of trees planted no more than 10 feet apart on center along the entire length of the buffer, with deciduous trees of 2-inch caliper, minimum, and/or coniferous trees at least six (6) feet in height, minimum. At least 50 percent of the required trees shall be evergreen.
 - 2) Living ground covers planted from either 4-inch pots with 12-inch spacing or 1-gallon pots with 18-inch spacing to cover within two (2) years 60 percent of the land use buffer not needed for viability of the trees.
 - b. As an option to the buffering measures described in subsection (3)(a) of this section, the City may approve or require one (1) or more of the measures provided for below, if the City determines that such measures will provide effective screening. Such optional measures include, but are not limited to, the following:
 - 1) Walls or solid fencing, of a height at least as high as the equipment it screens, subject to subsection (4) of this section, Fencing.
 - 2) Architectural features, such as parapets, mechanical penthouses, or building fin walls.

- 3) Climbing vegetation supported by a structure such as a fence or trellis, of a type and size that will provide a dense visual barrier at least as high as the equipment it screens within two (2) years from the time of planting.
- 4) Screening by the natural topography of the site or the adjoining property or right-of-way.
4. Fencing – Fencing may be allowed or required if it is needed for security purposes, or if it is part of concealment technology. The use of chain link, plastic, vinyl or wire fencing is prohibited unless it is fully screened from public view. Landscaping shall be installed on the outside of fences. Fencing installed specifically for the purpose of screening ground-mounted PWSF shall not be taller than necessary to provide appropriate screening.
5. Maintenance – The applicant shall maintain the screening in good condition and shall replace any plants required by this chapter or approved or required as part of the permit approval that are unhealthy or dead. In the event that screening is not maintained at the required level, the City, after giving 30 days' advance written notice to the provider, may maintain or establish the screening and bill both the landowner and provider for such costs until such costs are paid in full.
6. Notwithstanding the above, the manner of screening for any PWSF that requires approval through Process IIA or Process IIB shall be reviewed and determined as part of that process.